

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**JOB DESCRIPTION**

**Job Title:** Itinerant PreK Teacher Job

**Department:** Instruction

**Calendar:** 10 Months

**Grade:** Teacher Salary Schedule

**Job Description**

**Date Reviewed:** July 2023

**Reports to:** Pre-K Coordinator

**Purpose of the Job**

The purpose of the Pre-K Itinerant Teacher position is to provide direct and consultative services to Pre-K eligible students with an IEP in either a private setting, child care center, or Head Start.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Works cooperatively with members of the multi-disciplinary team in assessing and evaluating children suspected of having unique learning needs so that they can be served in the least restrictive environment.
- Participates in an evaluation for particular strengths and weaknesses using a battery of tests as deemed appropriate.
- Provide classroom teachers with information regarding specialized strategies for a student with an IEP; including appropriate modified materials.
- Writes an Individual Educational Program for each child, identifying strengths, specifying weaknesses, techniques and remediation, required materials and resources, and estimated time for achievement.
- Coordinates the individual program for each child using a variety of teaching techniques.
- Routinely progress monitors students to check progress and to make required changes in the program. Provides progress reports as required.
- Conferences with parents regarding the educational, social, and academic progress of students.
- Assists in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students. Supports the program of study, using a variety of instructional techniques, instructional media and technology.
- Serves as a model for the district's mission, vision and goals.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Makes provision for being available to students and parents for education-related purposes outside the instructional day when required.

- Collaborates with and provides guidance for teacher aides and volunteers.
- Works cooperatively with department heads to evaluate job performance.
- Analyzes and uses appropriate data to guide instruction and uses appropriate assessments.
- Maintains professional competence through in-service education activities.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- Minimum five years successful experience in classroom teaching in the subject for which he or she will serve as consultant.
- Teacher license in Special Education
- Tennessee driver's license
- A bachelor's degree
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.
- Early childhood and/or special education teaching experience, including program coordination and delivery of professional development, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;

- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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Employee's Signature

Employee's Munis Number

Date